



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

March 3, 2022
NOTICE OF JOB VACANCY
#22-08

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements specified below:

<u>TITLE:</u>	Deputy Attorney General 4	<u>OR</u>	Deputy Attorney General 3
<u>SALARY:</u>	\$85,861.39 to \$122,529.91		\$98,708.65 to \$141,148.96
<u>LOCATION:</u>	Division of Administration Office of Equal Employment Opportunity Station Plaza Trenton, NJ		

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a Deputy Attorney General 1 or 2, or other supervisory official in Department of Law and Public Safety, Office of Equal Employment Opportunity (EEO), will be responsible for investigating complaints of discrimination, overseeing investigations, reviewing investigation reports and drafting EEO determination memoranda and letters regarding internal complaints of discrimination; review intakes and determine how to proceed on each case, i.e. whether the case implicates the State Anti-Discrimination Policy and if so, whether there should be a formal investigation or other appropriate resolution; will also be responsible for researching and developing new training materials, updating current materials and conducting live and virtual trainings; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice law in the State of New Jersey is required.

EXPERIENCE:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.

DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to attorneys who have strong writing skills, knowledge of employment law and litigation experience.

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General title must be willing to accept a lateral transfer, if selected.

SALARY NOTE: For newly hired individuals, the starting salary and title will be determined by the Department and commensurate with experience in accordance with current Department hiring structures for the title offered. Salary offers and titles are non-negotiable and will fall within the range posted.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

RESPONSES MUST INCLUDE A COVER LETTER, RESUME, CERTIFICATE OF GOOD STANDING WITH THE NJ SUPREME COURT, COPY OF LAW SCHOOL TRANSCRIPTS AND A WRITING SAMPLE. RESPONSE PACKAGES WILL BE REVIEWED AND CANDIDATES WILL BE SELECTED FOR AN INTERVIEW ON THE BASIS OF THEIR RESUME AND ALL SUPPORTING DOCUMENTATION SUBMITTED. **APPLICANTS WHO DO NOT SUBMIT ALL REQUESTED DOCUMENTATION WILL NOT BE CONSIDERED FOR AN INTERVIEW.** PLEASE ENSURE THAT YOU INCLUDE A DAYTIME PHONE NUMBER ON YOUR COVER LETTER.

If qualified, please send all requested materials listed above and a cover letter indicating interest in job vacancy announcement #22-08 on or before the closing date of April 3, 2022 to:

Recruitment Coordinator:
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



New Jersey is an Equal Opportunity Employer ♦ Printed on Recycled and Recyclable Paper